



Staff Report

Annual Review of Council Priority Calendar - Step Two: Ranking the Projects

Honorable Mayor and Council Members:

Summary

Based on direction provided by Council, staff has reinstated the 3-step annual process for reviewing and prioritizing current and proposed Council study items. Study items are one-time projects that require significant staff time and generally are placed on the Council agenda for action. The three-step process is outlined below:

- On March 10, Council reviewed all current and proposed projects, asked for clarification, and solicited input from the public.
- On March 24, Council will discuss and vote to remove any current, “below the line” (description below) or new projects that are not a priority for study. All remaining new and “below the line” projects will then be ranked by Department.
- On April 28, Council will review the rankings and final Project Description Forms (PDFs) and approve an annual calendar.

“Below the Line” projects (BTL) are projects that are not acted on, but are kept on the master list for the next annual review by Council.

Attachment A is a summary of all current and proposed projects. PDFs for current projects can be found in your staff report from March 10 as Attachment B (cover sheet is green); and Attachment C (cover sheet is blue) for “below the line” and new projects.

Information from the March 10 Staff Report

Project Description Forms

One of the purposes of the Priority Calendar is to ensure Council and staff are on the same page with regard to the scope of a project and what it takes to complete it to Council’s satisfaction (including timeframe). Thus, it is important that every project have a Project Description Form (PDF) reviewed by Council.

PDFs for current projects that were previously ranked by Council have been reviewed and updated (see Attachment B). Several have been modified since the Council’s last review. It is important for Council to review these and ensure the description and timelines remain

acceptable. If Council wants to alter the scope or timeline for any of the current projects, direction should be provided to staff prior to the ranking of the “below the line” and new projects.

Issues to Rank

There are a total of **15 projects to rank** (previously “below the line” and new projects). Previously “Below the line” items that you will be ranking include four in Community Development.

There are **11 new projects to rank**. PDFs have been drafted for each of these that have surfaced since the last review in Spring 2008 (nine in Community Development and two in Police). The 11 new projects are listed below:

<u>Project:</u>	<u>Department:</u>	<u>Source:</u>
➤ Compilation of Federal, State, Local Preemptions	ComDev	PC
➤ Cut/Fill Standards	ComDev	PC
➤ Garage Parking Standards/Reqs & Second Unit Parking	ComDev	PC
➤ Hardscape Limits/Parking in Front Yards	ComDev	PC
➤ Lot Coverage in Yard Areas – BZO Sec. 9.5.4	ComDev	PC
➤ Massage Establishments	ComDev	PC
➤ Modification of Wireless Communications Facility Findings	ComDev	PC
➤ Ralston & ADLP “Scenic Corridors”	ComDev	PC
➤ Utility Structures in Public/Private ROWs	ComDev	PC
➤ Metered Parking Zones	Police	Staff
➤ Unified Code Enforcement	Police	Staff

The Planning Commission identified the following nine new projects to be considered for the Community Development Department:

- Compilation of Federal, State, Local Preemptions - Prepare a report which documents all Federal, State & Local Preemptions on Zoning Regulations.
- Cut/Fill Standards – Study and propose revisions to the zoning regulations regarding cut/fill standards.
- Garage Parking Standards/Reqs & Second Unit Parking – Study and propose revisions to the zoning regulations regarding garage & secondary unit parking.
- Hardscape Limits/Parking in Front Yards – Study and propose revisions to the zoning regulations regarding property hardscape standards & parking in front yards.
- Lot Coverage in Yard Areas – BZO Section 9.5.4 – Study and propose revisions to the zoning regulations (BZO Sec. 9.5.4) regarding maximum percentage of lot coverage in yard areas.
- Massage Establishments – Study and propose revisions to the zoning regulations

regarding massage establishments and their location/concentration.

- Modification of Wireless Communications Facility Findings – Study and propose revisions to the zoning regulations regarding wireless communications facilities.
- Ralston and Alameda de las Pulgas “Scenic Corridors” – Assess opportunity to improve Ralston Ave and Alameda de las Pulgas with landscape/aesthetic improvements.
- Utility Structures in Public/Private ROWs – Establish a Policy on Architectural Design/Enhancements for Utility Structures.

The Police Department Staff recommended two new projects to be considered for the Police Department:

- Metered Parking Zones – Research into establishment of metered parking areas to better utilize limited parking availability in specific areas.
- Unified Code Enforcement – Research into combining current separate code enforcement efforts into Police Department.

Discussion and Clarification on issues since the March 10 Council Meeting

The Planning Commission and Community Development Director de Melo recommended that the “*Hardscape Limits/Parking in Front Yards*,” “*Circular Driveways*” and “*Lot Coverage in Yard Areas – BZO Section 9.5.4*” projects be combined as they all address paving/hardscape issues and there is efficiency in drafting potential code amendment language for this comprehensive topic. The new project you are ranking tonight is titled: “*Lot Coverage/Hardscape Limits/Parking in Front Yards*.”

The project titled “*City Edges/Interface Policy*” will be combined with the current project in the Finance Department titled “*Community Artway – Landmark Signage and Landscaping Project – City Borders*.” We have removed this project from ranking.

The City Attorney & Community Development Director outlined that new State legislation would be forthcoming in September 2009 regarding *Massage Establishments* that would require the City to assess its current ordinance on the matter. Thus, we have removed this item from ranking, as it will be part of the City Attorney ordinance revisions.

The project in the City Manager’s office, titled “*2006 Technology Plan Update*” has been complete and will be closed. This item refers to the Technology Plan Update that began in 2006 and was completed in 2008 by Soft Resources who identified the areas where the Tech Plan needed to be updated. This project was identified as “eVision” and the services of Eskel Porter Consulting have been retained to provide the services and software for this implementation.

Council voted on March 10 to cancel the December 22, 2009 meeting, but not to have a summer break from meetings this year.

Fiscal Impact

There is no direct fiscal impact to this report. Individual projects have cost estimates associated with them (beyond staff resources) on the PDFs and the fiscal impact of the alternatives can be discussed when the individual item is brought back to Council for action.

Recommendation

Staff recommends Council approve the priority setting process outlined below:

March 24 meeting

- Discussion or clarification of any current, “below the line” or new projects.
- A majority vote is taken to remove or to modify any current, “below the line” or new item.
- **Council will rank all the remaining “below the line” and new items, by department.**
- Staff will then tabulate the ranked results and report back to Council.

Between March 24 and April 28

Before the April 28th meeting, staff will review the Council-ranked list and determine how many new items can be taken on given existing budgets, staffing and workloads - and what timelines are realistic for achieving them.

April 28 meeting

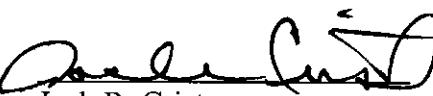
- Council will have the opportunity to review and revise the ranked list, and then adopt the Priority Calendar.

Attachments

- A. Priority Calendar Summary List of Projects (Current Projects, Below the Line Projects and New Projects – *“Remaining hours” updated since March 10*)
- B. Project Description Forms for Current Projects (*From your March 10 Council packet*)
- C. Project Description Forms for Projects to Rank (*From your March 10 Council packet, plus new combined project PDF in Community Development*)
- D. Priority Calendar Council Ranking Sheet (to be used as a worksheet for this meeting)

Respectfully submitted,


Joni Stallings
Executive Assistant to the City Manager


Jack R. Crist
City Manager

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PRIORITY CALENDAR STATUS REPORT

Active, "Below the Line" and New Items

Attachment A

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
Dept	Project Title	Total Hrs.	Remaining hrs.	Cost, not inc. staff	Comm. status	Council ranking	Comm. ranking	Council Spr/08	Comm. Spr/09														
1	4 Community Development																						
5	CD Emmett House Renovations and Site Work - Restoration and Relocation to Sixth and O'Neil	300	200	\$200,000	Active/ Current																		
6	CD General Plan Update - An extensive, labor intensive, 3 year project, that will start with a community visioning process before undertaking a review and update of the General Plan	2,000	1,900	\$300,000	Active/ Current																		
7	CD Harbor Industrial Area Annexation - Work with Council Sub-committee and HIA to develop annexation proposal & submit LACCO annexation application	700	450	\$22,000	Active/ Current																		
8	CD Historic Preservation - Revise Structures of Historic or Aesthetic Value section and update historic resources inventory	250	235	\$20,000	Active/ Current																		
9	CD Permit Efficiency Task Force¹ - Establish citizen task force to review and recommend improvements to the procedures and regulations related to development permits. ('Project will eventually be subdivided into each of the recommendations)	250	150	\$0	Active/ Current																		
10	CD Planning CalTrain Station / "Grand Blvd" - Plan for improvements to CalTrain station and El Camino Real in support of "Grand Boulevard" objectives	150	100	\$33,000	Active/ Current																		
11	CD Refinement of San Juan Hills and Western Hills Area Floor Area Transfer Policies - Study and propose revisions to the zoning regulations regarding floor area transfer policies within these areas of the city	200+	150	\$25,000	Active/ Current																		
12	CD Residential Design Guidelines - Guidelines for new and remodeled residential projects, including hillside development issues. Spring 2007 added: Landscape & Lot Coverage Stds./Landscape Requirements for Residential Development.	150	150	\$0	Active/ Current																		
13	CD Revision of Zoning Ordinance Definitions - Update and expand Definitions Section of Ordinance; and Redefine Building Height options	150	150	\$0	Active/ Current																		
14	CD Solar Access Ordinance - Propose revisions to the zoning regulations regarding solar access	100	100	tbd	Active/ Current																		
15	CD Tree Ordinance - Revise tree ordinance, and consider establishing tree regulations in Zoning Ordinance	100	50	\$20,000	Active/ Current																		

PRIORITY CALENDAR STATUS REPORT

Active, "Below the Line" and New Items

Attachment A

	A	B	E	F	I	J	U	V	X
Dept	Project Title			Total Hrs.	Remainin g hrs.	Cost, not inc. staff	Council ranking Spring 08	Comm ranking Spr/09	Status
1	Administrative Conditional Use Permits - <i>Incorporation/Confirmation of 10% of site area landscape requirement</i>								
16	CD	Park Property Acquisition/Development - Along ECR - an effort towards greening commercial areas in Belmont	60+		TBD	BTL	3	2	
17	CD	Parking Lot Lighting, Screening and General Security issues - Propose revisions to the zoning regulations regarding parking lot lighting and screening; Study and propose revisions to the zoning regulations regarding general security requirements to incorporate for development review projects	60+		TBD	BTL	4	8	
18	CD	Zone Text Amendment - Slope Calculations for Residential Property Development - Study and propose revisions to the zoning regulations regarding slope calculations for residential development.	100		\$0	BTL		13	
19	CD	Compilation of Federal, State, Local Preemptions - Prepare a report which documents all Federal, State & Local Reemptions on Zoning regulations	125+		TBD	BTL	5	5	
20	CD	Cut/Fill Standards - Study and propose revisions to the zoning regulations regarding cut/fill standards	75			New		12	
21	CD	Garage Parking Standards/Reqs & Second Unit Parking - Study and propose revisions to the zoning regulations regarding garage and secondary unit parking	125+			New		6	
22	CD	Lot Coverage/Hardscape Limits/Parking in Front Yards - Study and propose revisions to the zoning regulations regarding lot coverage, property hardscape standards, circular driveways and parking in front yards.	150+			New		1	
23	CD	Modification of Wireless Communications Facility Findings - Study and propose revisions to the zoning regulations regarding wireless communications facilities	175			New		2-7	
24	CD	Ralston & ADLP "Scenic Corridors" - Assess opportunity to improve Ralston Ave & Alameda de las Pulgas with landscape/aesthetic improvements	125+			New		9	
25	CD	Utility Structures in Public/Private ROW's - Establish a policy on architectural design/enhancements for utility structures	150+			New		2	
26	CD					New		11	

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Active, "Below the Line" and New Items

Attachment A

	A	B	E	F	I	J	U	V	X
Dept	Project Title	Total Hrs.	Remainin g hrs.	Cost, not inc. staff	Status	Council ranking Spr/08	Comm ranking Spr/09		Status
1									
27	Finance								
28	FN	Community Artway - Landmark Signage and Landscaping Project - City Edges - Installation of Monument signing and landscaping at the entrance to the City on eastbound Railston east of Christian Dr and on northbound Alameda north of Cranfield Ave	100	350	\$125,000	Active/ Current			PENDING - added City Edges/Interface Policy to the scope of this project.
29	FN	Targeted Economic Development Project - Identify and implement targeted economic development projects within the City	3,000	2,350	\$75,000	Active/ Current			Council apv'd Shoreway Place as Unified Development Area in Feb, an RFQ was issued, responses are due March 08. Stakeholder mtgs with property owners in Firehse Sq underway. This effort is a precursor to establish a UDA, contemplated for April 2008.
30	Police								
31	PD	Community Disaster/Emergency Alert Systems - Research and implement systems for alerting the community to disaster and emergency situations.	200	100	\$5,500	Active/ Current	1		Part of on-going disaster preparedness effort. Project to be lead by Belmont PD & Belmont-San Carlos Fire with participation by other City departments as appropriate.
32	PD	Metered Parking Zones - Research into establishment of metered parking areas to better utilize limited parking availability in specific areas	200	200	TBD	New			
33	PD	Unified Code Enforcement - Research into combining current separate code enforcement efforts into Police Dept.	200	200	TBD	New			
34	Parks and Recreation								
35	PR	Athletic Field Improvements - Capitol projects described in Athletic Field Master Plan updated in 2003. Plan identifies athletic field improvements to all fields managed by the P&R Dept. This item combines all previously individual field improvement projects.	400	300	\$6M	Active/ Current	1		STAFF HAVE BEEN ATTEMPTING TO SET UP A MEETING WITH ORACLE REPRESENTATIVES TO EXPLORE IDEAS FOR IMPROVING THE SITE.
36	PR	Cipriani Dog Park Improvements - Design and construct improvements for the Dog Park.	80	80	\$75,000	Active/ Current	2		STAFF WILL CONTINUE TO DEVELOP IMPROVEMENTS AND BRING THEM FORWARD. THIS PROJECT WILL BE ON HOLD UNTIL AFTER COMPLETION OF DAVEY GLEN AND SEMERIA PARKS.
37	PR	Davey Glen Park Design and Development - Design & development of unimproved park site on Davey Glen Road, which might include picnic areas, playground equipment, benches, fencing and landscaping	100	95	\$450,000	Active/ Current			STAFF PREPARED AN RFP, SOLICITED PROPOSALS, EVALUATED EACH, AND SELECTED A LANDSCAPE ARCHITECT FOR THE PROJECT. STAFF WILL PROCEED WITH PREPARING A PSA FOR APPROVAL AT THE CITY COUNCIL MEETING 2/24/09.
38	PR	Park Open Space Master Plan Update - Would include updating the inventory of the parks system, analysis of current demands/trends, identifying completed projects and updating of the action plan	400	400	\$50,000	Active/ Current			Parks & Rec Comm working with the Goals and Strategic Planning Committee; reviewed and evaluated existing Parks Open Space Master Plan and scheduling meetings with community groups.
39	PR	Semeria Park - Design and development of a park. Initial costs are for design from which a development cost estimate will be made.	80	80	\$288,000	Active/ Current			STAFF PREPARED REQUESTS FOR PROPOSALS, EVALUATED EACH, AND SELECTED A LANDSCAPE ARCHITECT. STAFF IS PREPARING A PSA AGREEMENT THAT WILL GO TO COUNCIL ON 2/24/09.

PRIORITY CALENDAR STATUS REPORT

Active, "Below the Line" and New Items

Attachment A

	A	B	E	F	I	J	U	V	X
Dept	Project Title	Total Hrs.	Remainin g hrs.	Cost, not inc. staff	Status	Council ranking Spring 08	Comm ranking Spr/08	Status	
1	Solar Energy Policy - to consider implementation of solar energy projects and legislation that enhances solar energy use on public facilities.	400	400	\$250,000	Active/ Current			Library is the main focus for the installation of solar panels. Kari is the lead and is in talks with appropriate parties.	
40	Trail Improvements - Review trail system, repair/improve existing trails, add new trails.	200	200	\$40,000	Active/ Current			THE PROJECT WILL BE PRESENTED TO THE PLANNING COMMISSION ON 2/17/09 AND THE CITY COUNCIL ON 2/24/09.	
41	Tree Planting Program - Establish program for planting trees on City property and/or public right-of-way.	50	50	\$40,000	Active/ Current	3		PARK STAFF HAVE IDENTIFIED THE STERLING DOWNS NEIGHBORHOOD AS LACKING IN STREET TREES.	
42	PR								
43	Public Works								
44	101 Bike Pedestrian Bridge - Obtain funding; design and construct bridge over 101; includes other improvements between Old County Road and Highway 101 for Safe Routes to School	900	100	\$2,000	Active/ Current			Project Study Report and the Project Report has been approved by Caltrans. Pending final approval of changes to the plans to reflect the Project Report.	
45	Belmont Solid Waste/Recycling Collection Alternatives - Develop and analyze alternatives to the SBWMA Collection agreement	400		\$50,000	Active/ Current			Infrastructure Committee has recommended using the SBWMA Model Franchise Agreement with NorCal. City Council to discuss and provide direction at their December 9th council meeting.	
46	Creek Restoration - Develop program for restoration of city creeks	100	100	\$150,000	Active/ Current	5		City Council gave direction to proceed with vacation of main easements across private properties for creek maint, prepare a new ordinance for creek setbacks, & develop a creek education program and identify partners for a Friends of the Creek.	
47	Paper Trails - Identify paper streets and trails and determine which ones could be developed into a public trail system	280	80	\$0	Active/ Current			P&R COMM REVIEWED THE DRAFT PLAN. CITY STAFF HAS HAD DIFFICULTIES DETERMINING WHETHER OR NOT THE PAPER TRAILS WERE EVER DEDICATED TO THE CITY. NEED TO GO TO COUNCIL FOR DIRECTION ON PROCEEDING WITH TITLE SEARCHES OF SEVERAL PROPERTIES.	
48	Ralston Avenue and Old County Road Street Lighting - Develop program for review and replacement of street lighting standards	200	200	\$15,000	Active/ Current			PG&E has completed initial phase of installing the underground utilities from Ralston south to O'Neil. Ralston Avenue north to Marine view is currently under design.	
49	Review all Traffic Policies - Review all City's traffic related policies to determine consistency with best practices.	200			Active/ Current	1		PENDING	
50	Updated Ralston Traffic Study - conduct a comprehensive traffic study and determine appropriate capital improvements to mitigate any traffic related problems.	200		\$100,000	Active/ Current	1		PENDING	
52									

ATTACHMENT B
(From Your March 10, 2009 Packet)

Project Description Forms for
CURRENT PROJECTS

ATTACHMENT C
(From Your March 10, 2009 Packet)

Project Description Forms for

PROJECTS TO RANK
(New and Below the Line)

PROJECT DESCRIPTION

Community Development

Project: Lot Coverage/Hardscape Limits/Parking In Front Yards
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Description: Study and propose revisions to the zoning regulations regarding lot coverage, property hardscape standards, circular driveways & parking in front yards

Staff Recommendation:

- For Priority Consideration
- No Recommendation
- Below the Line
- Against Study

Estimated Staff Hours
Estimated Contractor costs

125+

Milestones:		City Council	Due Date:	Actual:
M01	Prepare issue paper			
M02	City Council direction on options	X		
M03	Prepare draft Zone Text Amendment language			
M04	Planning Commission review and recommendation			
M05	City Council review and adoption	X		
M06	City Council second reading			
M07	Ordinance effective			
M08				
M09				
M10				
M11				
STATUS:				
Comments:	New program - from Planning Commission			

PRIORITY CALENDAR STATUS REPORT

Items to Rank Spring 2009

	A	B	D	E	F	I	J	U	W
1	<u>Dept</u>	<u>Project Title</u>	<u>Source</u>	<u>Total Hrs.</u>	<u>Remaining hrs.</u>	<u>Cost, not inc. staff</u>	<u>Status</u>	<u>Comm ranking Spr/09</u>	<u>Council Ranking Spring 09</u>
4	Community Development								
5	CD	Administrative Conditional Use Permits - <i>Incorporation/Confirmation of 10% of site area landscape requirement</i>	PC	60+		TBD	BTL	2	
6	CD	Compilaton of Federal, State, Local Preemptions - <i>Prepare a report which documents all Federal, State & Local Reemptions on Zoning regulations</i>	PC	75		New	12		
7	CD	Cut/Fill Standards - <i>Study and propose revisions to the zoning regulations regarding cut/fill standards</i>	PC	125+		New	6		
8	CD	Garage Parking Standards/Reqs & Second Unit Parking - <i>Study and propose revisions to the zoning regulations regarding garage and secondary unit parking</i>	PC	150+		New	1		
9	CD	Lot Coverage/Hardscape Limits/Parking in Front Yards - <i>Study and propose revisions to the zoning regulations regarding lot coverage, property hardscape standards, circular driveways and parking in front yards.</i>	PC	175		New	2-7		
10	CD	Modification of Wireless Communications Facility Findings - <i>Study and propose revisions to the zoning regulations regarding wireless communications facilities</i>	PC	125+		New	9		
11	CD	Park Property Acquisition/Development - <i>Along ECR - an effort towards greening commercial areas in Belmont</i>	PC	60+		TBD	BTL	8	
12	CD	Parking Lot Lighting, Screening and General Security issues - <i>Propose revisions to the zoning regulations regarding parking lot lighting and screening; Study and propose revisions to the zoning regulations regarding general security requirements to incorporate for development review projects</i>	PC	100		\$0	BTL	13	
13	CD	Ralston & ADLP "Scenic Corridors" - <i>Assess opportunity to improve Ralston Ave & Alameda de las Pulgas with landscape/aesthetic improvements</i>	PC	150+		New	2		
14	CD	Utility Structures in Public/Private ROW's - <i>Establish a policy on architectural design/enhancements for utility structures</i>	PC	150+		New	11		
15	CD	Zone Text Amendment - Slope Calculations for Residential Property Development - <i>Study and propose revisions to the zoning regulations regarding slope calculations for residential development.</i>	PC	125+		TBD	BTL	5	
16									
17	Police								
18	PD	Metered Parking Zones - <i>Research into establishment of metered parking areas to better utilize limited parking availability in specific areas</i>	Staff	200	200	TBD	New		
19	PD	Unified Code Enforcement - <i>Research into combining current separate code enforcement efforts into Police Dept.</i>	Halleran, Staff	200	200	TBD	New		